

MINUTES
BOARD OF DIRECTORS REGULAR MEETING
KEN-CARYL RANCH METROPOLITAN DISTRICT

A regular meeting of the Ken-Caryl Ranch Metropolitan District Board of Directors was held on Tuesday, October 22, 2019 at the Ranch House, 7676 South Continental Divide Road, Littleton, CO 80127.

ATTENDANCE

Board Members Present:

John Huggins, President/Chairperson
Kayla Kirkpatrick, Vice President
Jeff Esbenshade, Treasurer/Secretary
Lauri Lehan-Milano, Member At-Large
Jami Jensen, Member At-Large

Others Present:

Traci Wieland, District Manager
Jeff Leniger, Controller
Amy Lear, Recreation Director
Pat Malloy, Parks Director
Michelle Ferguson, Attorney

- I. Call to Order**
Director Huggins called the meeting to order at 6:04 p.m.
- II. Approval of the Agenda**
Upon motion duly made and seconded, the agenda, as amended, was unanimously approved.
- III. Conflict of Interest**
There were no new conflicts.
- IV. Business & Reports**
 - a. Director Huggins motioned to approve the Amended Minutes of the April, May, June, July, and August 2019 Regular Board meetings. Director Kirkpatrick seconded. The motion passed unanimously.
 - b. Director Huggins motioned to approve the Minutes of the September 24, 2019 Regular Board meeting. Director Lehan-Milano seconded. The motion passed unanimously.
 - c. Monthly Report – September 2019
District Manager Wieland reviewed the monthly status report for September 2019 noting the change in format to highlight programs or issues for Board consideration or attention. Controller Leniger reviewed the financials from September 2019 and informed the Board that additional financial dashboard information would be available for the November Board meeting which would

provide higher level review of financial information. The Board requested to limit the number of check register entries to the top twenty to streamline the discussion.

- d. **Open Space Committee Report**
District Manager Wieland updated the Board about future discussions regarding resolution of the artifact collection policy and the South Hogback studies.
Director Jensen updated the Board on the process for recruiting for a new Trail Coordinator.

V. Communication & Discussion Topics

- a. **Ken-Caryl Ranch Swim Team Memorandum of Agreement Update**
District Manager Wieland updated the Board on a successful meeting with staff and representatives of the Ken-Caryl Ranch Swim Club. Resolution was reached regarding the employment of the swim team coaches, who will be employed by the Swim Club, and significant headway was made in developing lines of communication for moving forward. Staff and the representatives will meet again in November to discuss the facility rentals fees. Staff will report back at the November 12th meeting.
- b. **Financial Sustainability Committee Update**
Director Huggins and Director Lehan-Milano updated the Board on the progress of the workgroup in developing a playbook and list of “triggers” for ongoing joint planning activity.
- c. **Master Association and Metropolitan District Boards Joint Study Session Meeting Guidelines**
District Manager Wieland informed the Board that a final version of the Joint Study Session meeting guidelines for public participation has been created for consideration of approval.
- d. **2020 Budget Information**
The Board received a copy of the 2020 draft budget for consideration. Staff presented an executive summary of discussion points for the 2020 budget. Discussion points included the achievement of an operating reserve of \$1.2 million, ability to address priority capital needs, and the re-establishment of a capital reserve. The Board engaged in discussion regarding the potential leasing of two pieces of equipment. Staff was asked to develop a more comprehensive list of capital needs and include items from the 2008 Reserve Study as well as items not already identified on the Joint Sustainability Committee list.

Staff presented options for the Board to consider for 2020 aquatic fees including elimination of the fee, charging the same fee, and increasing the fee to account for increased operating costs. Board consensus was to keep the fees the same as 2019. District Manager Wieland expressed concern over not absorbing the credit card processing fee because of increased staff time to process the tremendous amount of cash and checks. Technology increases the ease of online registrations which allows staff to focus on more critical functions. The Board asked for more

information on how to account for the absorption of fees for further discussion in November.

Staff will be conducting a full assessment and audit of the Before School/After School and Preschool programs to be presented to the Board in the spring of 2020. Currently, the financials are not indicative of the actual performance of the programs, so additional investigation is necessary.

The final major budget discussion included potential compensation increases for full-time employees. District Manager Wieland recommended a 3% across the board increase to stay current with other agencies and with market conditions. The Board expressed concern with across the board increases since they compound for future years. The Board asked for additional recommendations for compensation to be discussed in November.

VI. Community Connectivity

a. Audience Participation – Public Feedback

A community member shared his opinion that the pool pass fee was anticipated to be eliminated and suggested enlisting assistance from a Denver University graduate student. The community member also encouraged the Board to reconsider the Foothills Parks and Recreation District recreation facility intergovernmental agreement and indicated that he had met with staff regarding a matching fund improvement to the Ranch House baseball field.

VII. Action Items

a. Resolutions:

None

b. Motions:

i. MOTION TO ADOPT THE KEN-CARYL RANCH MASTER ASSOCIATION AND METROPOLITAN DISTRICT BOARDS JOINT STUDY SESSION MEETING GUIDELINES

Director Lehan-Milano motioned to adopt the Joint Study Session meeting guidelines, and Director Jensen seconded. The motion passed unanimously.

VIII. Board & Staff Comments

District Manager Wieland updated the Board on a meeting with the Ken-Caryl Little League representatives regarding a matching donation to improve the infield at the Ranch House and said project quotes are still being gathered for future consideration. She also updated the Board on the quote for an improved sand volleyball court suggesting the initial \$10,000 quote was valid.

Director Lehan-Milano commended Victoria DeSair for the refreshing new content of the Life at Ken-Caryl newspaper. Director Jensen commended Director Lehan-Milano for leading the financial sustainability group. Director Kirkpatrick thanked staff for the

presentation of the budget material and welcomed Parks Director Malloy back after his leave.

IX. Executive Session to discuss matters subject to negotiation related to a pending workers' compensation claim pursuant to C.R.S. § 24-6-402(4)(e).

Director Huggins made a motion to go into executive session to discuss matters subject to negotiation related to a pending workers' compensation claim pursuant to C.R.S. § 24-6-402(4)(e). Director Kirkpatrick seconded. The motion passed unanimously, and the Board entered executive session at 9:51 p.m. District Manager Wieland and Attorney Michelle Ferguson attended the executive session. Director Huggins made a motion to come out of executive session at 10:10 p.m. Director Jensen seconded. The motion passed unanimously.

X. Adjourn

Chairperson Huggins made a motion to adjourn at 10:10 p.m. Director Lehan-Milano seconded. The motion passed unanimously.

These are the correct minutes for the meeting held on the above date and were approved by the Board on this _____ day of _____ 2019.

Jeff Ebenshade, Secretary